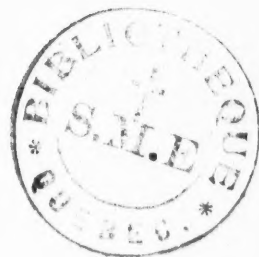


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RULES
FOR
THE GUIDANCE OF THE
TURNKEYS AND MATRON
OF THE GAOL
OF THE
UNITED COUNTIES
OF
YORK AND PEEL.



TORONTO:
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1860.

PARTICULAR DUTIES OF TURNKEYS.

1st Turnkey, Thomas McKenny ; 2nd Turnkey, James Bryan ; 3rd Turnkey, Wm. Cassidy ; 4th Turnkey, Samuel Beatty ; 5th Turnkey William Clarke ; 6th Turnkey, Wm. P. Crawford.

I.

It shall be THE DUTY OF THE FIRST TURNKEY, assisted by the third, to attend the door of the Gaol to receive prisoners, to discharge them by direction of the Governor ; to issue the daily rations of bread, peas, barley and meal ; to see that all prisoners, upon their discharge, have delivered up any Gaol clothing or shoes that they may have had, and generally to direct the Turnkeys in their duties. But no prisoner fully committed for any specific period, without alternative, shall be discharged on the order of any Magistrate.

II.

It shall be the duty of the Second Turnkey to attend to the Debtors' apartments, the female wards and sick wards ; he will attend to all washing and scrubbing in the Gaol, and see that all Gaol clothing, bedding, &c., is kept in good order and repair ; he will see that all Gaol tubs and pails are kept in good repair ; and assist the Matron in the superintendence of the female prisoners. He will also give any assistance required in the duties of the Gaol generally.

III.

It shall be the duty of the Third Turnkey to assist the first Turnkey in the discharge of his duties as specified in

first rule ; he shall also attend to the male prisoners' day wards, and see that they are kept clean and in good order, and that the prisoners keep themselves quiet and orderly ; he will cause them to change their shirts or clothing for washing ; he will also give any assistance required in the duties of the Gaol generally.

IV.

It shall be the duty of the Fourth Turnkey, assisted by the Sixth Turnkey, to attend to the male prisoners when at work ; he will see that the yard is kept clean and in proper order ; he will also give assistance, when required, in the duties of the Gaol generally.

V.

It shall be the duty of the Fifth Turnkey to keep the books and records of the Gaol, and to act as clerk generally ; to attend to the sleeping cells and prisoners in solitary confinement. He will also give any assistance required in the duties of the Gaol generally.

VI.

It shall be the duty of the Sixth Turnkey to assist the Fourth Turnkey, as specified in the fourth rule ; he will also see that all male prisoners who are brought into Gaol are properly bathed and cleaned, and their clothes taken proper care of ; he will also give any assistance required in the duties of the Gaol generally.

VII.

It shall be the duty of all the Turnkeys except the First (when not otherwise engaged) each evening, after the buckets are carried in, to closely examine the yard, to see that all the prisoners have returned to their respective wards, and that none are allowed to remain outside. They shall report the result to the Governor or in his absence to the First Turnkey.

VIII.

The Turnkeys are to consider themselves under the direction of the First Turnkey, particularly in the absence of the Governor; he being authorised to direct them in their duty.

IX.

The Turnkeys must not absent themselves from the Gaol, particularly in the absence of the Governor, without leave; nor must they allow any stranger to sleep in the Gaol without his knowledge and permission.

X.

The Turnkeys on duty at night shall look into the cells occasionally and see that the prisoners keep quiet, make no noise, either by singing, shouting, talking, &c.

XI.

The Gaol must not at any time, except under the *most urgent circumstances*, be left in charge of less than two Turnkeys.

XII.

No Turnkey or Officer of the Prison shall, at any time, or under any circumstances, become bail for a prisoner, or take any steps to effect his or her discharge, as the case may be.

ROUTINE DUTY.

MONDAY.

The Gaol sheets to be changed on Mondays in the following rotation, viz:

First Monday—West wing cells' sheets.

Second Monday—South wing cells' sheets.

Third Monday—Womens' ward sheets.

TUESDAY.

The male prisoners' day wards to be scrubbed in the forenoon. The yard to be cleaned and sheets to be washed in the afternoon.

WEDNESDAY.

The centre halls and stairs to be scrubbed; the cells to be scrubbed every second Wednesday in the forenoon when necessary, and the male prisoners' clothes to be washed in the afternoon.

THURSDAY.

FRIDAY.

The yard to be cleaned out.

SATURDAY.

The debtors' apartments, female prisoners' ward, and centre hall and stairs to be scrubbed in the forenoon. Female prisoners' clothes to be washed in the afternoon.

GENERAL RULES.

I.

Two persons are required to take charge and sleep in the Gaol every night; they will take charge in the following order :

FIRST NIGHT—First and Third Turnkey.

SECOND NIGHT—Fourth and Fifth Turnkey.

THIRD NIGHT—Second and Sixth Turnkey.

II.

On Sundays the Turnkeys will take charge in the following order :

FORENOON.

AFTERNOON.

First Sunday—First and Third Turnkey—Fourth and Fifth.

Second “ —Second and Sixth “ —First and Third.

III.

The persons in charge on Sunday, or at night, are required to be watchful, and not allow any noise among the prisoners.

IV.

The First, Third, Fourth, and Fifth Turnkeys will go to breakfast at 7 o'clock a. m., and to dinner at 12 o'clock noon, from the 10th March to the 31st October ; and at 7½ o'clock a. m. to breakfast from the first November to the 9th March. The Second and Sixth Turnkeys to go to their meals half an hour later. Half an hour allowed for meals.

V.

The prisoners will be let out of their cells at half-past 5 a. m. during summer months, and in Spring, Fall and Winter as soon as light will permit.

VI.

The Turnkeys must at all times keep the prisoners in proper subjection, and allow no familiarity to be used towards themselves by any of them. They must be firm and determined in their orders to them, *without harshness, threatening or unbecoming language.*

VII.

Whilst the prisoners are at work no chatting, noise, play, or idling in any manner shall be allowed ; and when going through the house strict silence must be enforced.

VIII.

Every case of breach of the Rules of the Gaol, disobedience of orders, or bad conduct on the part of any prisoner, must at once be reported to the Governor. In the absence of the Governor, the first Turnkey is authorised, if necessary, to place the offender in close confinement.

IX.

The axes, crowbars, sledges, stone hammers, or other tools, which might be made use of in attempting to escape from Gaol, shall be at all times kept in the cellar when not in use, and when not required for use shall be returned to the cellar immediately when done with.

X.

When prisoners are in solitary confinement, the keeper who has charge of them shall not allow any communication between them and the prisoners who clean out the cells. He shall also see that they wash themselves every morning. When their buckets and water pails are taken to them, they shall be placed in the hall near the solitary cells, when the Turnkey shall examine them and see that nothing has been placed in them. The solitary prisoners shall clean out their own cells.

XI.

When prisoners are placed in solitary confinement they shall only receive half-a-pound of bread twice a day, viz. in morning and at noon, unless an increased allowance is ordered by the Governor.

XII.

The Day Wards during the summer months shall be swept out and put in proper order, three times a day, viz. in the morning before the prisoners are let into them, after breakfast and after dinner. In the spring, fall and winter months, after breakfast and dinner will be sufficient. The

tables and benches are to be kept in uniform order, none are allowed to be placed against the walls of the building. The Wash Sinks must be kept clean, and all extra clothing &c., belonging to the prisoners to be folded up and kept on the shelves. No articles to be allowed to be kept about the windows. The *Water Closet* floors to be washed every morning after breakfast, and at all times they must be kept properly clean. The windows shall be kept open at all times when the weather will permit.

XIII.

None of the prisoners shall be allowed to eat meals out of the usual hours, so that when the wards are cleaned up they shall not thereby cause crumbs to be thrown about.

XIV.

The cells shall be swept out and beds made up in proper order every morning after the 1st, 3rd, 4th and 5th Turnkeys return from breakfast. If any dangerous prisoners are in solitary confinement the outer door of the cells shall be kept locked until the keeper knocks to get out, and the Turnkey will be careful to look through the diamond hole to see that all is right before he opens the door when letting the Turnkey out.

XV.

If any knocking takes place in the cells during the night, and such knocking is in the cells where prisoners who are likely to attempt an escape are confined, the Turnkey shall lock the outer door of the cells, while a Turnkey opens the cell from whence the noise proceeds, to find out the cause of the alarm, and the Turnkey at the outer door of the cells shall not open it until he sees that all is right.

XVI.

The Turnkey in charge shall be particular in taking notice of persons who visit the Debtors so as to prevent the

possibility of escape by them by changing clothes, &c. Female visitors, in particular, are to be closely scrutinized.

XVII.

All prisoners (except debtors) must be properly and thoroughly searched by the Turnkey in charge, in the following manner, viz: the coat, vest, boots and neckcloth to be taken off; the pockets of the trowsers to be turned outside in; the shirt sleeves, waistband of trowsers, &c. &c., searched. If there are several prisoners, they must be properly searched one at a time, and kept clear of the unsearched. All pipes, tobacco, matches, knives, shall be taken away from them.

XVIII.

Any prisoner brought into Gaol in a state of intoxication shall be searched by the constable bringing him or her in, and any money found on the person shall be counted and the amount entered upon the slate opposite his or her name; and upon the money being returned to the prisoner, it shall be done in presence of the Constable taking such prisoner out, who shall enter his initials against the amount in the book in which it has been registered.

XIX.

The male prisoners' shirts shall be changed every Wednesday, and any other clothing they may require to be washed shall be washed upon that day. Prisoners under sentence of hard labor shall also have their shirts changed again on Saturdays, during the summer months, and at other seasons when the nature of their work may require. The female prisoners' under-clothing shall be changed regularly every Saturday, and any other clothing they may require to be washed, shall be washed upon that day.

RULES
Relating to taking prisoners out of Gaol as
Witnesses, &c.

I.

Prisoners undergoing sentence, shall not be allowed to be taken out of Gaol for any purpose except on an order in writing being produced, signed by the Sheriff or his Deputy. If required as witnesses in Court, an order of a Judge of Assize, the Chairman of the Quarter Sessions, or the Recorder of the City Recorder's Court must be likewise obeyed.

II.

Prisoners who are committed for trial shall not be allowed to be taken out of Gaol except an order in writing be produced, signed by an Alderman or Justice of the Peace, stating that the prisoner so required is to be bailed before them; if a Felony, by a Judge's order, or on the order of the Sheriff or his Deputy. Prisoners required for trial at the City Recorder's Court shall be delivered on the written order of the City High Bailiff, during the sitting of that Court.

III.

Prisoners who are committed in default of payment of a Fine shall not be discharged from custody on any order, unless such order shall specify that the fine and costs have been paid, or otherwise satisfied. Such order to be signed by the committing Magistrate, or the Clerk of the City Police Court, if a city case, or by the Sheriff or his Deputy.

IV.

Prisoners committed for further examination shall be delivered to any Constable, on the Chief Constable's written order, if a city prisoner; and in case of a county prisoner, on an order in writing from a Justice of the Peace, stating that the prisoner is required before him to be examined.

V.

In the absence by sickness or otherwise of any of the Turnkeys whose duties are specifically set forth in the foregoing rules, it shall be the duty of the first Turnkey to see the duties performed by any other of the Turnkeys who may not be otherwise employed.

DUTIES OF THE MATRON.

I.

The Matron is to superintend all the work of the different classes of female prisoners, whether sewing, picking oakum, scrubbing, or washing, and to read to them when not otherwise employed; and in every respect to be responsible for their good conduct and discipline while in prison.

II.

She shall cause all female prisoners to be searched on their entrance into prison, to ascertain that no spirituous liquors, tobacco or pipes, or other prohibited or improper articles are introduced into the prison; and also examine them carefully on their discharge, to see that they carry no Gaol clothing away with them, such as shoes, stockings, petticoats, or chemises.

III.

She shall accompany the female prisoners in their attendance on divine service.

IV.

She must report to the Governor, or in his absence, to the 1st Keeper, any instance of insolent, refractory, or improper conduct on the part of any female prisoner; and the first Keeper is authorised, if necessary, to place the offender in

close confinement. But such case must be reported to the Governor on his return.

V.

She should separate the felons (or those charged with the more serious crimes) from ordinary misdemeanants, but in the limited classification of prisoners to which we can attain, consequent on the circumscribed nature of our prison buildings, she should endeavour as much as possible, to establish the principle of separation, not so much according to the offences for which they are committed, as according to their general conduct, character, and degree of criminality.

VI.

She shall not receive any gratuity or present whatever, consequent or on account of her duties as Matron, without consent of the Governor.

VII.

She must at all times keep the female prisoners in proper subjection, hold no conversations of a gossiping nature with them, and allow no familiarity to be used towards herself by any of them. But she must be firm and determined in her orders to them without undue harshness or severity.

VIII.

She should be careful at all times to avoid showing any undue preference for one female beyond another; for favoritism will be productive of jealousy and discontent among the prisoners, and will also be highly detrimental to that proper influence which she should exercise over them.

IX.

She must enforce strict silence amongst the female prisoners while at work, and allow no chatting, noise, or idling; and while passing up and down stairs, see that no noisy or improper conduct is indulged in by any of them.

X.

She must remain close to the female prisoners while washing or scrubbing, and keep strict watch on them, and prevent them having any improper communication by word, sign, or gesture with any male prisoner.

XI.

She must see the women's wards swept three times each day, that is to say, after breakfast, after dinner, and immediately after supper.

XII.

She shall not suffer any female prisoner to take her meals out of the proper hours, so that when the wards are cleaned up they shall not be made filthy by having crumbs of bread, &c. strewn about.

XIII.

If any knocking should take place in the women's wards during the night, she is *at once* to inquire into the cause of such alarm, and to report the same to the Keepers on duty down stairs in the Turnkeys' room; one of whom will immediately afford her assistance in any cases of sudden illness or any other emergency which may arise.

XIV.

Should any female prisoner be taken ill during the night, she shall report the same to the Governor or 1st Keeper in the morning.

XV.

She shall see the water closets in the Debtors' quarters and female wards are washed out each day immediately after breakfast, and at all times kept perfectly clean, and the windows open wherever the weather will permit. The wash sinks should also be kept clean, and all extra clothing belonging to the female prisoners folded up and kept on the shelves. No articles to be suffered to lay about on the windows.

XVI.

She must keep an account of all female clothing belonging to the Gaol, worn out or destroyed, and make a return of the same to the Governor.

XVII.

She must see the under-clothing of the female prisoners changed regularly every Saturday; and should they require any of their clothes to be washed, they must be washed on that day.

XVIII.

She must not at any time absent herself from the Gaol, without leave from the Governor, or in his absence reporting it to the 1st Turnkey.

XIX.

She must have the sheets of the female prisoners' beds changed every third Monday.

XX.

She must not give out any work to the prisoners under her charge, except such as immediately appertains to the Gaol, until she has first submitted it to the Governor of the Gaol.

ROUTINE OF DAILY DUTY FOR FEMALE PRISONERS.

Females to be turned out of their dormitories at *half-past five*, a.m., during the summer months, and as soon as light will permit, in spring, autumn, and winter.

Bread to be served out at *seven*, a.m. in summer, at *eight*, a.m., during the winter.

Immediately after breakfast at *half-past seven* in summer, and *half-past eight* in winter, sweep, dust and clean

debtors' quarters, women's wards, hospitals, church and Governor's apartments.

At noon, see dinner served out and wards cleaned and swept afterwards.

At 5 p.m., in summer, attend to the serving out supper, and *four* p.m. in winter, and see wards swept, &c.

She is to lock up female prisoners at seven p.m. in summer, and *five* p.m. during the winter.

ROUTINE OF WEEKLY DUTY FOR FEMALE PRISONERS.

Monday.—Sewing, Picking Oakum, or performing any other work which the Governor may from time to time be able to procure.

Tuesday.—The male prisoners' Day Wards to be scrubbed in the forenoon, and sheets to be washed in the afternoon.

Wednesday.—The centre halls and stairs to be scrubbed. The cells on every alternate Wednesday to be scrubbed; the church and sick wards on Wednesday when necessary, all during the forenoon, and the male prisoners' clothing to be washed in the afternoon.

Thursday and Friday.—Routine duty same as on Monday.

Saturday.—The debtors' quarters, female prisoners' wards, and centre hall and stairs, together with cellar kitchen, to be scrubbed in the forenoon; the female prisoners' clothes to be washed in the afternoon.

Sunday.—To attend Divine Service with female prisoners.

